Instructions for Completing Your Traveler Profile
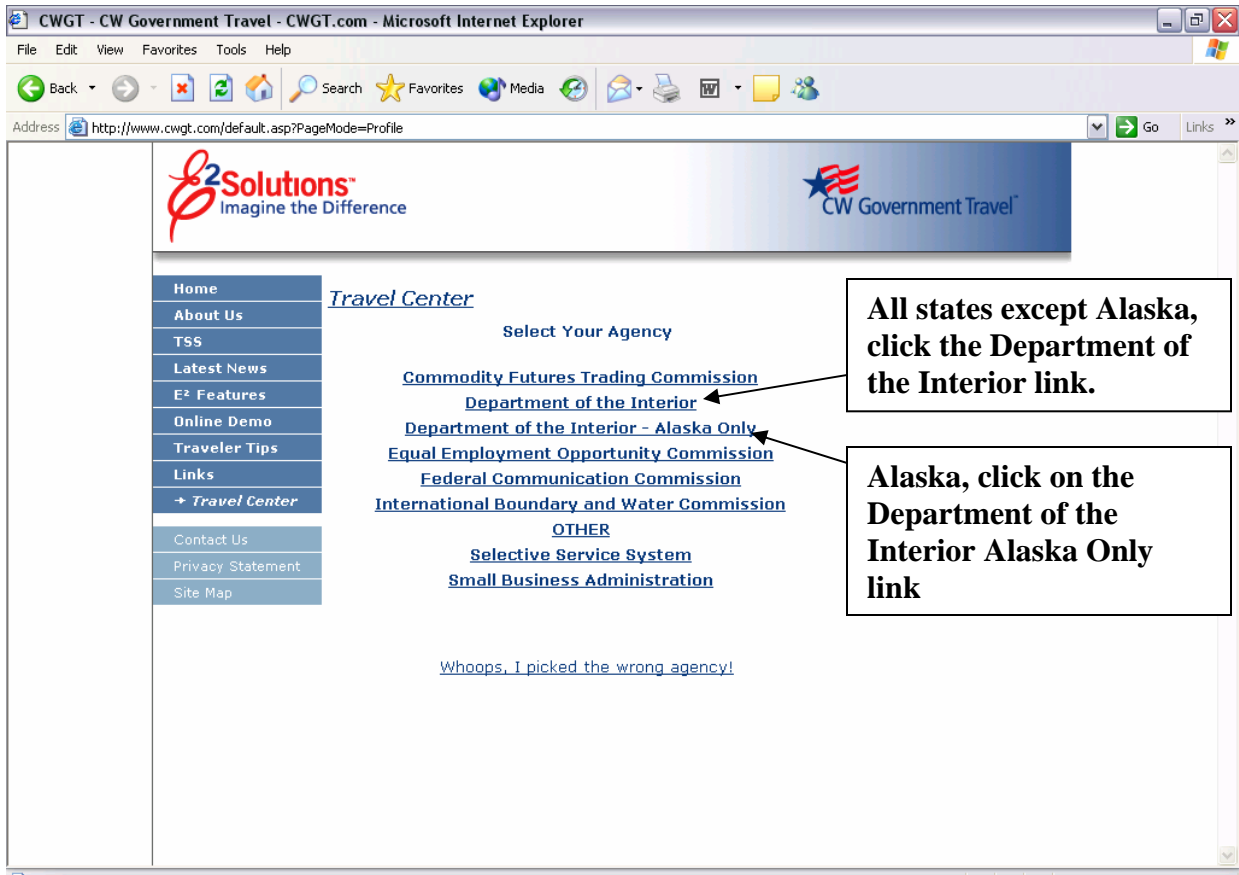
To create a profile, go to WWW.CWGT.COM

Click the Travel Center link

All states except Alaska, click the Department of the Interior link.

Alaska, click on the Department of the Interior Alaska Only link

Click the Departmental Offices link (also known as the Office of the Secretary)

Click the appropriate Office

Click the Create New Traveler User ID / Profile link

If you need assistance, you can view a video walk-through by clicking this link

Note: You will need to have Macromedia Flash Player installed to view the video (no sound).

Complete the name section to match your Bank of America Charge Card, no nicknames, abbreviations, etc. See instructions below.

The user id field will be automatically completed based on your first initial, the first four letters of your last name, and the 4-6 numbers you selected. Passwords are case sensitive and must be at least five characters.

"Special" characters such as @, _, etc. are allowed for the e-mail field, however, apostrophes are not accepted. (Using apostrophes is an action item.)

Click the Submit button once all required information is completed.

Select a 4-6 digit number that you can easily remember for this field

Do not use "special" characters in your address such as commas, hyphens, quotes. For example, the Main Interior Building address is:
    1849 C St NW
    MS 1234

Enter your Government charge card information here. If you do not have a Government charge card, or you do not know your Government charge card number, click the "None" option in the drop down box. You can modify your profile with Government charge card information at a later date.

Microsoft Internet Explorer

Help

Create New Traveler Profile
(*) Indicates required fields

Full Legal First Name _____ *
Middle Initial _____
Full Legal Last Name _____ *
User ID - Last 4-6 numbers (you select) _____ *?
User ID _____ *?
Password _____ *?
Confirm Password _____ *?
Street Address 1 _____ *
Street Address 2 _____
City _____ *
State [Your state ▾] *
Zip Code _____ *
Business Email _____ *
Business Phone _____ *
Fax Number _____ *
Credit Card Type [Master Card ▾] *
Credit Card Number _____
Credit Card Expiration Date (MM/YYYY) [1 - Jan ▾] / [2005 ▾]
Is this card to be used for: [Both ▾]

[Submit] [Reset]
[Close Window]

VeriSign Secured
VERIFY ▸

All fields marked with an asterisk (*) are required fields.

<u>**The name formats are as follows**</u>**:**
First Name – Enter your name as it appears on your Government travel charge card. Do not use nicknames, abbreviations, etc., unless your Government travel charge card matches (use Robert, not Rob or Bob). If you have a title such as Dr. or Jr. or Sr., enter your title after your first name separated by a space. **Do not use any special characters or punctuation such as a period or hyphen.**

Middle Initial – Enter your middle initial if applicable. (This is not a required field.)

Last Name – Use your full legal last name. **Do not use any special characters, punctuation, or spaces (O'neil would be entered as Oneil, Mc Dowell would be entered as Mcdowell, and Lee-Smith would be entered as Leesmith. If your last name is less than 4 letter, enter your full last name (Abe, Luu, Roy).**

Notice the VeriSign emblem at the bottom of the screen; this ensures that data transmitted on this screen is secure.

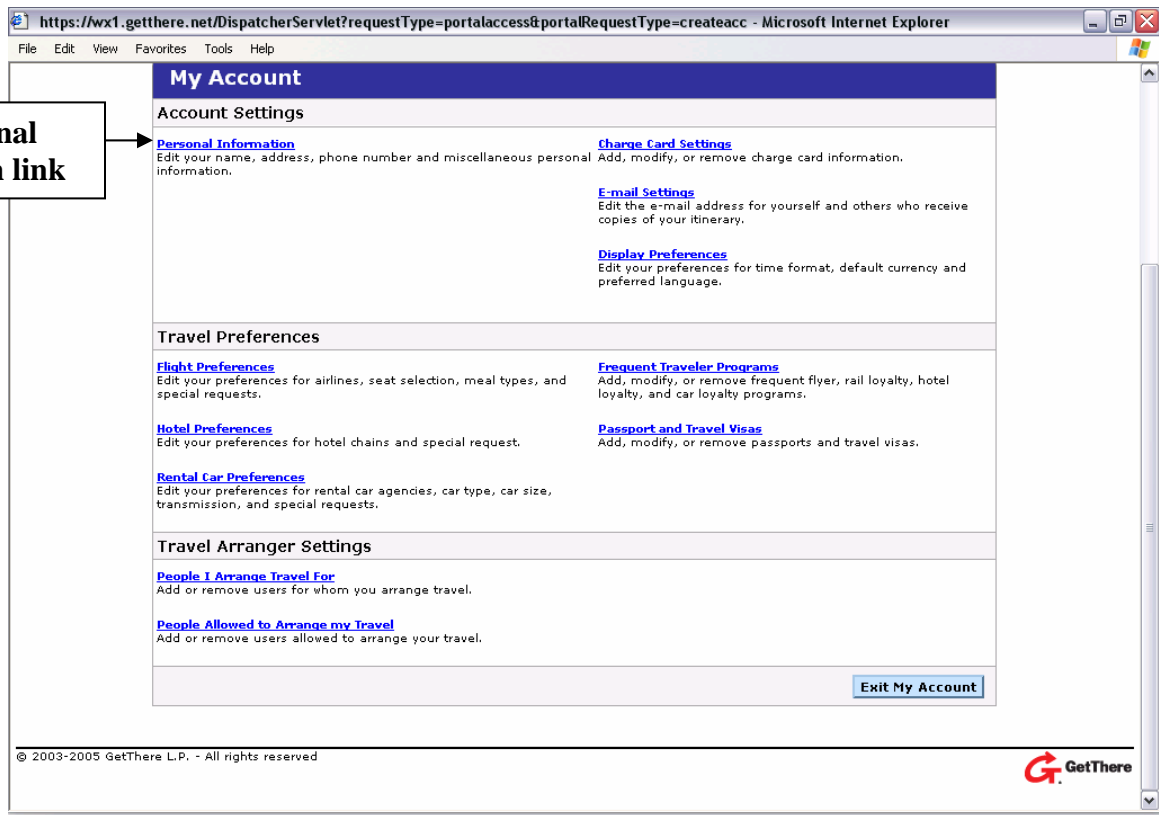See the next page for an example of a completed form.

Notice the use of James rather than Jim and the added title.

Notice the automatically generated user id

After you have clicked the submit button, you will see the screen on the following page.

Your basic profile is completed at this point. The following screens are optional: you can either complete them now or logout from the system by clicking on the logout button located on the upper right side of the CWGT toolbar.

Click Personal Information link →

Note: Click "on" in the box for "Expiration Date Reminders" if you would like an e-mail sent reminding you when your travel charge card expires.

Mandatory (*) fields are automatically populated from the previous profile setup. Please verify this information. Entering data in the other fields is optional. Click the Save button when complete.

Click the Flight Preferences link for seat and meal preferences, or any special instructions.

My Account

Account Settings

Personal Information
Edit your name, address, phone number and miscellaneous personal information.

Charge Card Settings
Add, modify, or remove charge card information.

E-mail Settings
Edit the e-mail address for yourself and others who receive copies of your itinerary.

Display Preferences
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

Flight Preferences
Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

Hotel Preferences
Edit your preferences for hotel chains and special request.

Passport and Travel Visas
Add, modify, or remove passports and travel visas.

Rental Car Preferences
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

People I Arrange Travel For
Add or remove users for whom you arrange travel.

People Allowed to Arrange my Travel
Add or remove users allowed to arrange your travel.

[Exit My Account]

© 2003-2005 GetThere L.P. - All rights reserved

GetThere

This is the Flight Preferences page. Complete the form and then click the Save button. This is not mandatory; however, you must complete the form to inform the airlines of your seat and meal preferences, and any special instructions.

Click the Hotel Preferences link.

This is the Hotel Preferences page. Complete the form and then click the Save button.

Click the Rental Car Preferences link

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

My Account

Account Settings

Personal Information
Edit your name, address, phone number and miscellaneous personal information.

Charge Card Settings
Add, modify, or remove charge card information.

E-mail Settings
Edit the e-mail address for yourself and others who receive copies of your itinerary.

Display Preferences
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

Flight Preferences
Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

Hotel Preferences
Edit your preferences for hotel chains and special request.

Passport and Travel Visas
Add, modify, or remove passports and travel visas.

Rental Car Preferences
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

People I Arrange Travel For
Add or remove users for whom you arrange travel.

People Allowed to Arrange my Travel
Add or remove users allowed to arrange your travel.

Exit My Account

GetThere

This is the Rental Car Preferences page. Complete the form and click the Save button. DOI policy states you are authorized to rent a compact size car, unless you are transporting a large amount of Government property that requires a larger car or you are providing transportation to more than two other employees who are on official travel.

Click the Frequent Traveler Programs Link

Click the Add Frequent Traveler Program button

This is the Frequent Traveler Program page. Complete the form and then click the Save button.

Click the Passport and Travel Visas link

Click the Add Travel Document button

This is the Passport and Travel Visas page. Complete the form and then click the Save button.

Click on these settings to modify your Charge Card, E-Mail, or Display (No samples attached)

Instructions for Travel Arranger setting will be provided at a later date

File   Edit   View   Favorites   Tools   Help

Solutions

Welcome James Jr Traveler   Home | My Account | My Trips | My Templates | Help | Logout

Site: DOI Main

Message   **Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, CLICK HERE to close the window.**

When finished, click on Logout.

My Account

Account Settings

Personal Information
Edit your name, address, phone number and miscellaneous personal information.

Charge Card Settings
Add, modify, or remove charge card information.

E-mail Settings
Edit the e-mail address for yourself and others who receive copies of your itinerary.

Display Preferences
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

Flight Preferences
Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

Hotel Preferences
Edit your preferences for hotel chains and special request.

Passport and Travel Visas
Add, modify, or remove passports and travel visas.

Rental Car Preferences
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

You are now logged out of your CWGT profile; you can close your browser or return to the login page.